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BY-LAWS

OF

MAPLE LEAF LODGE

NO. 362,

G.R.C.



A. F. & A. M.



TARA, ONTARIO.

OWEN SOUND:

JNO. RUTHERFORD'S SONS, BOOK AND JOB PRINTERS.

1894.

OFFICERS OF MAPLE LEAF LODGE, No. 362, G.R.C., A.F.&A.M.

Year	W. Master.	S. Warden.	J. Warden.	Chaplain.	Treasurer.	Secretary.
1877	Z. Williamson...	R. C. Bruce...	R. Young...	C. Thompson...	G. L. McLeod...	D. Dick.....
1878	Z. Williamson...	R. C. Bruce...	R. Young...	C. Thompson...	G. L. McLeod...	D. Dick.....
1879	R. C. Bruce...	A. B. Taylor...	John Sharp...	Rev R.S. Cooper W. Young...	J. C. Robertson	J. C. Robertson
1880	R. C. Bruce...	A. B. Taylor...	Rev R.S. Cooper	Rev C.E. Perry	W. Young...	H. W. Hicks...
1881	Z. Williamson...	A. Macdonald...	H. W. Hicks...	Rev R.S. Cooper W. Young...	J. Jameson ...	J. Jameson ...
1882	H. W. Hicks...	A. Macdonald...	J. C. Robertson...	Rev R.S. Cooper W. Young...	E.A. Macartney	E.A. Macartney
1883	H. W. Hicks...	A. Macdonald...	W. Young...	Rev R.S. Cooper E. A. Macartney	R. C. Bruce...	R. C. Bruce...
1884	A. B. Taylor...	A. McCullough...	P. Munro...	C. Thompson...	E. A. Macartney	R. C. Bruce...
1885	A. Macdonald...	T. Richards...	W. Campbell...	C. Thompson...	W. Young...	R. C. Bruce...
1886	A. Macdonald...	T. Richards...	W. Campbell...	C. Thompson...	W. Young...	A. McCullough.
1887	Z. Williamson...	G. W. Campbell...	W. Sword...	C. Thompson...	W. Young...	A. McCullough.
1888	A. McCullough...	G. W. Campbell...	W. Sword...	J. Thompson...	L. G. Briggs...	P. Munro
1889	A. McCullough...	G. W. Campbell...	W. Sword...	Rev R.S. Cooper	L. G. Briggs...	C. E. Start...
1890	G. W. Campbell...	Thos. Wilson...	J. W. Jameson	Rev R.S. Cooper	L. G. Briggs...	C. E. Start...
1891	W. Sword...	Thos. Wilson...	L. G. Briggs...	Rev R.S. Cooper A. Telford	G. W. Campbell	G. W. Campbell
1892	Thos. Wilson...	C Start...	L. G. Briggs...	Rev R.S. Cooper A. Telford	T. J. McNally...	T. J. McNally...
1893	Thos. Wilson...	C. E. Start...	L. G. Briggs...	Rev R.S. Cooper A. Telford	J. F. Smith...	J. F. Smith...

C. E. Start, W.M.; T. J. McNally, S.W.; R. Sypher, J.W.; Rev R. S. Cooper, Chaplain;
 A. Telford, Treasurer; J. F. Smith, Secretary; A. Hamilton, S.D.; J. A. Sharp, J.D.;
 P. Munro, D. of C.; J. Hearst, S.S.; E. A. Gerolamy, J.S.; R McMinn, Tyler.

1894{

PREAMBLE.

 ORDER and regularity being necessary for the preservation of that harmony which should at all times distinguish and characterize Freemasons, the Brethren of MAPLE LEAF LODGE, No. 362, A.F. & A.M. on the Register of the Grand Lodge of Canada, in the Province of Ontario, do hereby repeal all former, and enact the following By-laws :

I.—SUPREMACY.

This Lodge acknowledges the supremacy of the Grand Lodge of Ancient Free and Accepted Masons of Canada, in the Province of Ontario, and will at all times pay due respect to its Laws, Rules, Orders and Regulations.

II.—MEETINGS.

The Regular Meetings of this Lodge shall be held on the evening of Monday on or before the full moon of every month, and also on the festivals of St. John the Evangelist and St. John the Baptist, and if either of these festivals fall on a Sunday, then on the following day at the hour of 7.30 o'clock. Emergent Meetings may be called by the Master as may be required.

III.—OFFICERS.

The Officers of this Lodge shall be respectively elected or appointed as hereinafter provided, and shall hold their offices for one year, or until their successors shall have been regularly elected, or appointed and installed.

IV.—ELECTED OFFICERS.

The following Officers shall be elected by ballot at the Regular Meeting, immediately preceding the festival of St. John the Evangelist, viz:—The Master, Senior Warden, Junior Warden, Chaplain, Treasurer, Secretary, and by an open vote of the Lodge—the Tyler.

V.—APPOINTED OFFICERS.

The following Officers shall be appointed by the Master, and with the elected officers shall be installed and invested on the evening of the Festival of St. John the Evangelist, (or should it fall on Sunday, then on the following day), viz.: Senior Deacon, Junior Deacon, Director of Ceremonies, Inner Guard, two Stewards.

DUTIES OF OFFICERS:

VI.—THE WORSHIPFUL MASTER.

Beyond the ancient charges and regulations, and the duties laid down by the Book of Constitution, the Master is responsible for the safe keeping of the Warrant and other Lodge Books and papers; and, with the Wardens, shall hold all furniture, jewels and other property of the Lodge in trust for the members, and shall see to the efficient insurance of the same against loss by fire. He shall sign all orders on the Treasurer, and shall be *ex officio* a member of all committees.

VII.—THE SENIOR WARDEN.

Beyond the regular duties appertaining to this office, the Senior Warden shall see to the safe and proper keeping of the jewels, paraphernalia and furniture of the Lodge. He shall, immediately after his installation, make and keep an inventory thereof, and hand the

same, or a copy thereof, to his successor in office, and a copy to the Secretary, to be entered in the Minute Book.

VIII.—THE JUNIOR WARDEN.

Beyond the regular duties appertaining to this office, the Junior Warden, with the assistance of the Stewards, shall, under the authority of the Lodge, make the necessary arrangements for refreshments on all ordinary occasions, and he shall be *ex officio* chief of the Stewards. It is the especial duty of the Junior Warden to bring to trial all Masonic offenders.

IX.—THE TREASURER.

The Treasurer shall receive from the Secretary all moneys belonging to the Lodge, giving receipts therefor; shall keep a proper account of all moneys received and expended; shall pay all orders drawn on him by the Master and Secretary, with the sanction of the Lodge; shall deposit all sums exceeding forty dollars (\$40) in such monetary institution, to the joint credit of the Master and Treasurer of Maple Leaf Lodge, No. 362, A. F. & A. M., G. R. C., as a majority of the members present at any Regular Meeting may determine, and the funds thus deposited shall not be withdrawn except by the authority of the Lodge, the cheque to be signed by the Master and Secretary and countersigned by the Treasurer. He shall submit his accounts and vouchers to the Auditors whenever called upon for examination, and shall transfer to his successor, immediately after his installation, all moneys and other property of the Lodge in his possession.

X.—THE SECRETARY.

The Secretary shall be exempt from the payment of lodge dues. He shall keep a faithful record of the proceedings of the Lodge, and preserve in proper order

all papers and documents relating thereto. He shall keep a correct register of the members, shewing their names, ages, professions, dates of all initiations, passings, and raisings, and their respective accounts with the Lodge. He shall sign all authorized certificates and affix the lodge seal thereto ; issue all notices and summonses for meetings, and countersign all orders and cheques of the Master. He shall prepare all returns required by the Grand Lodge, keeping an account of all fees and dues received for and paid to Grand Lodge ; notify the members of every Committee of their appointment, and the nature of their duties ; receive all monies paid by members or others to the Lodge, transferring the same to the Treasurer before the next regular meeting, and shall generally discharge all other duties appertaining to the office of Secretary. He shall submit all accounts, vouchers, etc., to the Audit Committee for examination, when called upon.

XI.—THE DEACONS.

The Deacons shall assist in opening the Lodge, and perform such other duties as the Master and Wardens may direct.

XII.—THE DIRECTOR OF CEREMONIES.

The D. of C. shall see that the Lodge is properly prepared ; that the brethren appear in the Lodge Room in their proper clothing ; that every brother, when in the Lodge Room, or at refreshments, or in procession, is placed according to his station. On all public occasions he shall act as Marshall.

XIII.—THE STEWARDS.

The Stewards shall, under the direction of the Junior Warden, assist in the arrangements for refreshments, and shall assist in the preparation of candidates.

XIV.—INNER GUARD.

The Inner Guard shall punctually attend each meeting, to guard the interior of the Lodge at its opening, to receive visitors and examine all candidates for admission, and give directions to the Tyler.

XV.—THE TYLER.

The Tyler shall punctually attend and diligently watch the exterior of the Lodge; see that all candidates are properly prepared; that the brethren register their names, and are properly clothed, and perform such other duties as the Lodge may require of him. He shall be elected by an open vote of the Lodge, and may be removed in the same manner. He shall be paid such fees as may be agreed upon by the members at his election to the office. He shall be exempt from all dues during the term of his office.

XVI.—AUDITORS, (AUDIT AND FINANCE COMMITTEE)

Two Auditors shall be elected by open vote of the Lodge at the Annual Election of Officers, who shall audit the books and accounts of the Lodge, and report at the first regular meetings in January and July, and at such other times as the Lodge may direct. They shall examine all accounts and, when found correct, recommend the same for payment, and shall at all times maintain a general supervision over the finances of this Lodge.

XVII.—COMMITTEE OF GENERAL PURPOSES.

The Master shall appoint, on the night of his Installation, a General Purpose Committee of three or more members, who shall superintend the property of the Lodge, and take into consideration any matter regarding its interests which may be referred to them.

XVIII.—SICK AND RELIEF COMMITTEE.

The Master shall appoint, on the night of his Installation, a Committee of three members, to whom all applications for relief shall be referred, and who shall inquire into the case of every sick or distressed brother, when notified thereof, and report to the Lodge at its next meeting. The Master may, on the recommendation of said Committee, grant such relief as may be deemed advisable, not exceeding \$5.00.

XIX.—INITIATION OR AFFILIATION.

Every petition for Initiation or Affiliation shall be signed by two Master Masons in good standing, and, after being read in open Lodge, shall be referred to a Committee of three brethren, appointed by the Master, which Committee shall make due and diligent inquiry as to character, standing, etc., etc. of the applicant, and shall report in writing, signed by at least two of said Committee, at a subsequent meeting, when, if the report be favorable to the candidate, the application shall be balloted on in all cases not less than four weeks from time of application. A deposit of Five Dollars (\$5.00), as part of Initiation fee, shall accompany every petition for Initiation.

If, after being approved by the Lodge and duly notified by the Secretary, the candidate does not present himself for Initiation within six calendar months, he must be again proposed and balloted for before he can be initiated.

An applicant for Affiliation must produce his Grand Lodge Certificate and also a Certificate of good standing in the Lodge from which he hails, or the want of such or both be satisfactorily accounted for, and deposit the amount of the joining fee with the Secretary previous to the passing of the ballot on his petition.

XX.—FEES AND DUES.

The Fee for Initiation shall be Twenty Dollars, which must be paid before Initiation, and shall entitle the member to Grand Lodge Registration and Certificate. The fee for Affiliation shall be one dollar for members within the jurisdiction of the Grand Lodge of Canada, in the Province of Ontario, and one dollar and fifty cents for those from foreign jurisdictions, to include fee for registration; but if Grand Lodge Certificate be required the applicant must pay cost of same.

The annual dues of each member (not otherwise provided for), whose place of residence is 3 miles or less from the village of Tara, shall be \$4.00 ; and of each member residing beyond that distance, yet within the jurisdiction of this Lodge, \$3.00. If beyond the jurisdiction of this Lodge, \$2.00.

XXI.—NON-PAYMENT OF DUES.

In case the dues of any member remain unpaid for six months he shall be notified thereof by the Secretary, and again shall be notified at the end of the ensuing three months. Any member who shall remain in arrears and become indebted for one year's dues, shall, after due notice by the Secretary, have his name inserted in the Summonses for the next Regular Meeting to show cause why he should not be suspended for non-payment of dues ; when if the dues be not paid, nor such excuse offered as may be deemed satisfactory by the Lodge, the Master shall forthwith declare such member suspended for non-payment of dues.

XXII.—BALLOTING.

No person shall be initiated in, and no brother shall be admitted a member of this Lodge if, on the ballot being taken, two black balls shall appear against him.

XXIII.—SECRECY.

No member shall disclose, or make known by any means whatever, out of this Lodge, any of the proceedings, decisions or business of any kind transacted within the same, to any person not a member of the Craft. No member shall in open Lodge, either at labor or refreshment, make use of any profane, irreverent or improper expressions or sentiments, or introduce any conversation or remark tending to cause a difference of opinion on national, political or religious subjects, under the penalty of being censured or suspended.

XXIV.—HONORARY MEMBERSHIP,

Any brother who has rendered important service to this Lodge, or the Craft in general, may, upon a three-fourth's vote, by ballot, be elected an Honorary Member, such proposition being inserted in the notice calling the meeting at which the ballot will be taken; but should the Lodge desire to confer upon the brother all the rights and privileges of an ordinary member the ballot must be unanimous.

XXV.—WITHDRAWAL.

Any brother desirous of resigning his membership shall place his resignation in writing before the Lodge, or make personal application for the same in open Lodge, at a Regular Meeting, and the Secretary shall furnish him with a Certificate of his standing under the seal of the Lodge.

XXVI.—EXPENDITURE.

No part of the funds of this Lodge shall be expended except for monthly or other necessary working expenses, without a vote of the Lodge sanctioning the same, nor shall any account be paid until it has been approved by the Finance Committee and sanctioned by the Lodge.

XXVII.—SIGNING THE BY-LAWS.

These By-Laws shall be written or inserted in a book, signed by the Master and Secretary, and shall have the seal of the Lodge affixed. Every brother shall sign them as a declaration of his submission to them. One copy shall be delivered to each member, free of expense.

XXVIII.—ALTERATION OF BY-LAWS.

No alteration shall be made in these By-Laws unless by a notice of motion in writing at a Regular Meeting, when the proposed alteration shall be duly entered and inserted in the Summons for the next Regular Meeting, when the proposed alteration shall come on for discussion, and on a resolution thereof, by two-thirds of the members present, it shall, as soon as it receives the sanction of the Grand Master, become law.

ORDER OF BUSINESS:

1. Reading the Minutes of last Regular Meeting, and Subsequent Emergencies ;
2. Reading the names of brethren twelve months in arrears ;
3. Receiving Reports of Committees ;
4. Balloting for Candidates (1) Affiliation, (2) Initiation);
5. Reading Correspondence, Petitions and Applications ;
6. Passing Accounts ;
7. General Business (1) Unfinished, (2) New ;
8. Initiating, Passing, Raising ;
9. Elections and Installations.

C. E. START, W.M.,
J. F. SMITH, SEC.

Approved of by D. COLLINS, D.D.G.M., *North Huron Dist.*

Dated this Twenty-Fourth day of February, 1894.

A. proved by me this Twelfth day of March, 1894,

J. M. GIBSON, GRAND MASTER.